



**FIRE TELECOMMUNICATOR/LATERAL ENTRY**  
**(Open)**  
**SALARY RANGE:**  
**\$3,208 - \$3,372 - \$3,545- \$3,727 - \$3,917 - \$4,118**  
**FINAL FILING DATE: CONTINUOUS**

**THE POSITION**

Under general supervision, receives telephone calls for emergency and non-emergency fire, medical and related services and dispatches Fire Department resources, private ambulance units, and personnel; performs related work as assigned.

**MINIMUM QUALIFICATIONS**

- Equivalent to graduation from high school.
- Must be currently certified in Emergency Medical Dispatch.
- Must possess two (2) years of full-time experience as a telecommunicator or dispatcher in a public agency or a similar situation.
- Must possess or be able to obtain other licenses and certificates required to perform the job as determined by the City.
- Must be able to pass a background investigation.
- Must be willing to work twenty-four hour fire service shifts, including weekends and holidays, and to work mandatory overtime shifts when necessary.

**Certificates/Licenses:**

- Must submit a valid copy of your Emergency Medical Dispatch Certificate or other documentation verifying certification **at time of application**.
- Must submit a signed and dated copy of a valid Typing Proficiency Certificate, two years old or less, for at least 35 NET words per minute at time of application. The Typing Proficiency Certificate must specify the total number of gross words per minute typed, number of typing errors, and the net typing speed for a 5-minute timed evaluation (refer to example below). The Typing Proficiency Certificate must be an unaltered copy from a government agency, business college, public school, or other recognized agency that regularly tests and issues certificates of typing skills.

NAME OF AGENCY	
Gross words per minute	40
Minus number of errors	5
Net words per minute	35
Timed minute evaluation	5

- Must possess a valid California Class “C” driver’s license.

**NOTE: VETERAN'S PREFERENCE POINTS ARE NOT AWARDED TO LATERAL FIRE TELECOMMUNICATOR CANDIDATES.**

**THE EXAMINATION**

Unassembled Examination (Pass/Fail) - An unassembled examination consisting of an appraisal of training, experience, and work history.

**ALL APPLICATIONS AND SUPPLEMENTAL APPLICATIONS MUST BE COMPLETED FULLY AND SUBMITTED ON OFFICIAL CITY OF STOCKTON APPLICATION FORMS. INCOMPLETE APPLICATIONS WILL BE REJECTED AND CANNOT BE REVISED AFTER ESTABLISHED CLOSING DATES. RESUMES ARE ENCOURAGED, BUT MAY BE SUBMITTED AS ADDITIONAL INFORMATION ONLY.**



EQUAL OPPORTUNITY EMPLOYER

CITY OF STOCKTON  
HUMAN RESOURCES DEPARTMENT  
22 E. WEBER AVE., SUITE 150  
STOCKTON, CA 95202

OFFICE USE ONLY

Analyst  
Date

☐ Accepted

Ineligible because of:

☐ Education☐ Lic./Cert.

☐ Experience☐ Other

1. POSITION APPLYING FOR: Fire Telecommunicator - Lateral Entry

2. NAME:

6. DRIVER'S LICENSE #:

3. ADDRESS:

7. VETERAN'S PREFERENCE: Yes☐ No☐  
If yes, attach copy of DD-214 or DDN-214

CITY/STATE/ZIP:

8. CERTIFICATES: (If required, attach)  
TYPING NET WPM:  
STENOGRAPHIC NET WPM:  
OTHER:

4. TELEPHONE NUMBER: ( )

5. SOCIAL SECURITY #:

9. **EXPERIENCE RECORD:** List most recent experience first, including paid and voluntary experience, that you feel qualifies you for this job. THIS SECTION MUST BE COMPLETED. A resume may be attached for supplemental information only. DO NOT INDICATE "REFER TO RESUME."

FROM MO / YR	TO MO / YR	TOTAL YRS / MOS	EMPLOYER: LOCATION:	JOB TITLE: SALARY:	PART-TIME <input type="checkbox"/>
			JOB DUTIES:		
REASON FOR LEAVING:					
FROM MO / YR	TO MO / YR	TOTAL YRS / MOS	EMPLOYER: LOCATION:	JOB TITLE: SALARY:	PART-TIME <input type="checkbox"/>
			JOB DUTIES:		
REASON FOR LEAVING:					
FROM MO / YR	TO MO / YR	TOTAL YRS / MOS	EMPLOYER: LOCATION:	JOB TITLE: SALARY:	PART-TIME <input type="checkbox"/>
			JOB DUTIES:		
REASON FOR LEAVING:					
FROM MO / YR	TO MO / YR	TOTAL YRS / MOS	EMPLOYER: LOCATION:	JOB TITLE: SALARY:	PART-TIME <input type="checkbox"/>
			JOB DUTIES:		
REASON FOR LEAVING:					
FROM MO / YR	TO MO / YR	TOTAL YRS / MOS	EMPLOYER: LOCATION:	JOB TITLE: SALARY:	PART-TIME <input type="checkbox"/>
			JOB DUTIES:		
REASON FOR LEAVING:					

10: **EDUCATION AND TRAINING:**

Circle Highest Grade Completed	8	9	10	11	12	G.E.D.	COLLEGE	1	2	3	4	Grad Studies?	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
Colleges or Universities Attended			Location				From	To	Units Completed		Major		Degree			

11. <b>CONVICTION:</b> Have you ever been convicted of a criminal violation of the law? You may exclude traffic-related infractions. <b>Note:</b> A “yes” answer will not automatically disqualify you from employment. Also, to the extent consistent with California law, a fingerprint check may be used to verify such information. Yes <input type="checkbox"/> No <input type="checkbox"/>	CONVICTION DATES & NATURE: (Attach a separate sheet, if needed.)
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**CERTIFICATION OF APPLICANT:** I hereby certify that all information that I have provided in connection with my application for employment with the City of Stockton is true and acknowledge that any misstatements made in my application or during any portion of the application process may result in my being disqualified from consideration or terminated from employment with the City of Stockton.

SIGNATURE: DATE:

Please provide the following information. It is being requested for statistical purposes only. Should you choose to provide the information, it will be detached from your application immediately upon receipt and will not be used in evaluating your qualifications for employment or for any other purpose proscribed by article 1, section 31, of the California Constitution.

ETHNIC ORIGIN – Please check only one.

1. ☐ White – Caucasian, Anglo Saxon
2. ☐ Black – All persons having origins in any of the Black racial groups
3. ☐ Hispanic – All persons of Mexican, Puerto Rican, Cuban, Central or South American or other Spanish culture or origin, regardless of race
4. ☐ American Indian/Alaskan Native – All persons having origins in any of the original peoples of North America
5. ☐ Chinese
6. ☐ Japanese
7. ☐ Filipino
8. ☐ Other Pacific Islander
9. ☐ Other

SEX

- ☐ Male
- ☐ Female

AGE GROUP

- ☐ Under 21
- ☐ 21-29
- ☐ 30-39
- ☐ 40-49
- ☐ 50-59
- ☐ 60 or Older

Title of Position Applying for

How did you hear about the position?



# FIRE TELECOMMUNICATOR/LATERAL ENTRY SUPPLEMENTAL APPLICATION

Name:

## Instruction to Candidates:

**The purpose of this Supplemental Application is to provide applicants the opportunity to elaborate in greater detail on that experience submitted as qualifying for the position and to assist the application review committee in evaluating each candidate. Please answer the following questions and attach this Supplemental Application to the official City of Stockton application form.**

**It is important that you fully complete both the official City application form and this Supplemental Application. Please do not answer by indicating “refer to resume.”** Please limit your responses to two (additional) typewritten pages. Be sure to include your name on each page of your response.

1. Are you currently certified in Emergency Medical Dispatch?

Yes

No

2. Do you possess at least two (2) years of full-time experience as a Telecommunicator or Dispatcher in a public agency or a similar situation?

Yes

No

If you answered yes, please provide the following:

Name(s) of Jurisdiction: \_\_\_\_\_

Your title: \_\_\_\_\_

Specific dates (month/year) of employment: \_\_\_\_\_

Number of Telecommunicators/Dispatchers: \_\_\_\_\_

3. Why do you feel that your dispatching experience is comparable to the duties performed by a Fire Telecommunicator in the City of Stockton?